



Sagar Drugs-AMA Computer Centre

Windows 10 + MS Office 2013

10 Classes, 20 hours, 8.30 a.m. to 10.30 a.m.
Monday to Friday, December 5 to 16, 2016
(Limited to 20 persons - one computer one person)

Venue: Torrent-AMA Management Centre, Core-AMA Management House,
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

OBJECTIVE: To make an individual more Independent, Methodical, Competent, Effective and
therefore, more Efficient on Computers. providing Good Academic Environment and One Computer
Per Person.

- Windows 10 : A look inside the computer; Unit of Measure; Understanding Drives, Folders,
and Files; This PC; Moving and Copying Files; Windows 10 Interface;
Personalizing Themes; Personalizing Lock Screen; Personalizing screen
saver; Gestures and Mouse Actions; Switching between apps; Multiple
Desktops; Tablet Mode; Personalizing Mouse; Personalizing Keyboard;
Personalizing Touch Keyboard; Adding and Managing Windows 10
Applications; User Accounts
Internet : What is Internet; Who Owns the Internet ?; What is IP address; (Internet
Protocol) ?; What is Domain Name ?; What is Internet Speed / Bandwidth &
Latency ?; Searching the Internet; Buy online Railway Ticket; Internet Banking
MS Word 2013 : User Interface of Word 2013; Creating Document; Formatting Document; Find,
Replace and Go To; Working with Tables; Working with Pictures; Headers
and Footers
MS PowerPoint : User Interface of PowerPoint 2013; Creating a New Presentation; Creating
Slides; Formatting
2013 Text; Creating and Formatting Tables; Drawing and Formatting Objects;
Creating SmartArt Graphics; Working with Pictures; Working with Charts;
Creating Animation Effects and Transitions
MS Excel 2013 : User Interface of Excel 2013; Working with Workbooks; Working with
Worksheets; Entering
Basic Level / Editing Data in a Worksheet; Working with Charts / Graphs; Formatting
Worksheets; Printing Worksheets; Formulas & Functions
FACULTY : Mr. Mehul Shah
FEE : Rs. 2500/- per participant (Including Service Tax) . Cheque should be drawn
in favour of "Ahmedabad Management Association".

Windows 10 + MS Office 2013

December 5 to 16, 2016

Registration Form: Please fill-in and return this form along with participation fee to :

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Phone: 079-26308602-6 • Mobile: 9537407187 • E-mail: ama@amaIndia.org

Website: www.amaIndia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s) Position
1.
2.
Organisation:
Address:
Pin Code:
Phone: Mobile:
E-mail: [grid]